

## Policy Checklist

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*Which of the following are items for which you have a written policy in your agency?  
For which do you need to have a policy?*

	Have	Need	Don't Need
1. Reference checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. A valid driver's license	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Valid car insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Volunteers covered by liability insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Confidentiality Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Trial period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Reasons for dismissal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Grievance procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Nondiscrimination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Expense reimbursement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Background checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Drug-free workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Timesheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Notification of absence from volunteer duty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Training requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Dress code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Use of telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>